

CLUB POLICY # 117

ANNUAL ELECTIONS AND ABSENTEE BALLOTS

1. Elections of GRPC Officers and members of the Board of Directors (BOD) are held annually. Persons desiring to run for office must notify the Secretary to verify eligibility and to insure their name is placed on the ballot. This information will be published in the Muzzleblast. This policy will apply in the event of a special election.
2. Regular ballots will be dispensed by the election committee after verification of membership. These ballots may vary from the absentee ballots should an eligible candidate come forward after printing the absentee ballot.
3. Absentee ballots contain instructions and will have space for write-in candidates. The Secretary will prepare absentee ballots not later than 45 calendar days prior to the election date. Absentee ballots will be accepted at the office until 10:00 AM of Election Day. Absentee ballots will be available at the office and in the Muzzleblast. The Secretary will deliver all absentee ballots to the election committee for verification and count.
4. The election committee will consist of three members not running for office, as appointed by the President. The chair will be the Secretary, unless opposed for election. In that case, the President will name the chair. Any member may request to view the counting of all ballots. This request should be made to the Secretary prior to voting.
5. The Secretary will coordinate the election process. Write-in candidates will have their votes accepted and counted only if the person has declared availability to the Secretary, which may be done from the floor. The Secretary must determine eligibility. Each candidate or representative will be announced and provided a three minute address to the membership.
 - 5.1 If a club officer is running unopposed, the Secretary may declare by acclamation of the membership.
 - 5.2 Officer winners are determined by simple majority vote.
 - 5.3 Election results will be announced at the meeting.
 - 5.4 All ballots will be retained for a period of thirty days after the election.

SAMPLE ABSENTEE BALLOT

ELECTIONS GATEWAY RIFLE & PISTOL CLUB

OFFICER POSITIONS

Vote for **ONLY 1** candidate per position. Indicate your vote by **CIRCLING** the name of the candidate or **CLEARLY PRINTING** the name of write-in candidate. **Write in votes will only be counted if their availability is declared to the Club Secretary prior to the election and the candidate is eligible for office as defined in the club by-laws.**

| | |
|-------------------------|------------------------|
| PRESIDENT | Write In: _____ |
| VICE PRESIDENT | Write In: _____ |
| SECRETARY** | Write In: _____ |
| TREASURER** | Write In: _____ |
| PUBLIC RELATIONS | Write In: _____ |

***Per Club by-laws, Pg. 4, para 5b Officers. The office of Secretary and Treasurer may be combined.*

DIRECTOR POSITIONS

Vote for no more than three (3) positions. Circle the name of the candidate or clearly print the name of the write-in candidate. Ballots indicating a vote for more than (3) candidates and/or write-ins will void this portion of the ballot.

Director
write in _____ **write in** _____
write in _____

*Indicates incumbent

Absentee ballots may be completed at the Club office. Club members will write or mark their choices on the ballot, to include write in candidates. The ballot will be folded to insure privacy and placed in a plain white envelope supplied by Club office personnel. The Club office person receiving the sealed ballot will verify the Club member active status. The words "Absentee Ballot" will be written on the front of the envelope. On the backside of the envelope will be written: The printed name and signature of the Club member on one side of the flap and the printed name and signature of the Club employee of Club official

receiving the ballot will be on the opposite side of the sealed flap. These ballots will be secured until the elections.

Absentee ballots may be mailed to Club members upon request to Club office personnel or a Club official. The Club member will write or mark his/her choices as well as the write-in candidates on the ballot. The club member will print his/her name and sign his/her signature on the ballot. The signature, however, must be verified by a Public Notary with the Notary's name and seal on the ballot. The Club member will mail the ballot to the Club to the attention of the Club's Secretary with the words "ABSENTEE BALLOT" plainly written on the face of the mailed envelope.

Printed name of Club Member

Signature of Club Member

NOTARY SEAL AND SIGNATURE, IF MAILED IN:

POLICY DATE 2007 BOD

Original Policy 49

The office of Chief instructor was abolished in the Bylaws. The Public Relations Officer superseded this position.